

Pullman-Moscow Regional Airport



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Tony Bean
Executive Director

January 31, 2018
Regular Board Meeting

Board Members

Present

Glenn Johnson, Chair
Bill Lambert, Vice Chair
Jeff Hawbaker
Dan Ewart
Jon Kimberling
Paul Kimmell
Stacy Pearson

Excused

Ron Wachter

Absent

Others Present

Tony Bean, Executive Director
Kelly Brown, Airport Legal Counsel

Alex Aegerter, Airport Operations
Vince Barthels, J-U-B
Ryan Bergstrom, Mead & Hunt
Doug Gadwa, Inter-State Aviation
Cherri Gentry, Airport
Cheryl Kammerzell, Maple K Enterprises LLC
Tom Kammerzell, Maple K Enterprises LLC
Jeremy Lee, Mead & Hunt
Karen Miles, FAA
Kevin Mulcaster, Mead & Hunt
Tim Thomson, Moscow resident
Keith White, Hillcrest Aircraft Co
Gale Wilson, Hillcrest Aircraft Co

Board Chair Glenn Johnson called the regular meeting to order at 3 p.m. in the Airport Fire

Pullman-Moscow Regional Airport Board

Glenn Johnson, Chair
Bill Lambert, Vice-Chair
Jeff Hawbaker • Ron Wachter • Stacy Pearson • Paul Kimmell • Jon Kimberling • Dan Ewart

Station ARFF training room. Johnson announced that Board Member Ron Wachter was unable to attend. Johnson requested a motion to excuse. Board Vice Chair Bill Lambert moved and Board Member Paul Kimmell seconded to excuse him. The motion carried unanimously. Johnson requested self-introductions from around the Board table first and then around the room.

1. Johnson asked for a motion to approve the minutes of the special meeting of December 11, 2017. Board Member Dan Ewart moved and Board Member Jeff Hawbaker seconded to approve the minutes. The motion carried unanimously.
2. After brief discussion of **payroll and paid claims for December 2017**, the report received unanimous approval, by motion of Hawbaker and second of Board Member Jon Kimberling. The operations expenditures for the month of **December** were \$63,382.56. Depreciation expenditures for the same period were \$.00. PFC expenditures were \$123,561.24. Capital expenditures for the same period were \$4,930,629.61. The total was \$4,994,012.17.

Referring first to the two-page **Revenues and Expenditures** report, Bean pointed out that the operations balance for the month was \$169,468.33. That money was able to pay for the parking lot improvements next to the ARFF building. How well the lot has been used was mentioned. Johnson said that he valued having contracted snowplowing for the airport lots before they had a chance to freeze so that Airport staff was free to take care of the runway, taxiway and ramp areas.

In the **Revenue Status Report**, Bean pointed out that the balance of *Carrier Landing Fees* have yet to be posted for December. He also said that the Airport keeps a running tab for WSU Athletics parking at the Airport and these revenues are paid all together.

Referring to the **Expenditure Status Report**, Bean said that the General Operations total, at only 2.5 percent over the budgeted amount, reflected good, long-range planning. It also reflected the purchase of a broom kit as authorized by the Board. Bean said that the over-budget *Utilities* line reflects a cold winter.

Bean said that cost of work on the baggage claim building and parking lot are reflected in the PFC expenditures in the Summary section of the December Expenditure Status Report.

3. Bean presented the **Passenger, Landing and Freight Analysis**. Lambert said that he appreciated having the figures and looking at percentages. He asked Bean if, after the new ILS system is online, would it offset some weather cancellations. Bean confirmed that it would. Lambert said that cancellations translate into wider revenue loss for the region. Bean described the December event when the runway lights failed due to flooding and rodents.

Kimmell asked if there is a way to enhance the Airport's freight statistics. Bean said that Alaska/Horizon chooses not to go after freight due to the regulatory burden that would accompany carrying freight. In addition, the carrier does not want freight to compete with space for baggage. Alex Aegerter said that Horizon scheduled two extra flights in January

just to handle baggage.

Doug Gadwa of Inter-State Aviation said that his operation handles freight. He described the regularity of handling UPS cargo. Kevin Mulcaster said that collecting historical data and compiling new data about cargo/freight handling, could be of use in marketing P-M Regional Airport.

Bean said that he could change the metric on the Passenger, Landing and Freight Analysis to reflect cargo/freight handled outside the commercial carrier.

4. Bean introduced the **Director's Report**.

- **Grant Status Update** Bean said that AIP-41 is ready to close and that will be the beginning of several successive grant closings. AIP-46 needs only USDA relocation benefits information to close.

He said that the FAA has urged him to utilize grants to the maximum. When it comes time for distribution of available discretionary entitlement monies, Bean wants to show that P-MRA needs and can spend money to continue to move the realignment project forward.

Bean said that there is a lot of drainage work ongoing. Ecology is watching runoff closely. The soil is saturated. The box culvert is working well and soil is settling as the model predicted. Bean said that he would submit DOT grant applications. He said that the airport has the capacity to expend any monies received.

- Bean welcomed FAA Project Manager Karen Miles to Pullman. Miles commented that the Airport is managing grants well. She hears nothing but compliments about P-MRA from around the region.
- Vince Barthels of J-U-B announced receiving a Best in State: Gold Award for Social, Economic and Sustainable Design for the airport's wetlands mitigation project. The mitigation property, located more than two miles from the airport, is owned by Tom and Cheryl Kammerzell of Maple K Enterprises LLC. They said that they have been impressed with how well the project went and continues to perform. It was such a good experience and so beneficial to their property, they have enhanced acreage adjacent to the mitigation site.

Barthels said that mitigation projects have a notoriously low success rate due to the complexity of the permitting process. On this project, all thirteen participants worked together for a successful outcome.

Action Items

- Bean announced that a change order for Storm Drain F has been presented. Bean **recommended that the Board authorize the Board Chair to execute a change order for \$182,982.95 for installation of a portion of Storm Drain F.** Kimberling

so moved and Hawbaker seconded. The motion carried unanimously.

- Bean provided background information to the Board about unforeseen obstacles to trenching due to crowding by utilities and limited right-of-way. The obstacles necessitated boring. Bean **recommended that the Board authorize the Board Chair to execute a change order in the amount of \$155,049.28 for installation of additional bored conduit and the additional cost to bore versus trench to resolve the conflicts.** Kimmell so moved and Board Member Stacy Pearson seconded. The motion carried unanimously.
- Bean announced that the Mead & Hunt Scope 2 Agreement requires authorization. Bean **recommended that the Board authorize execution of the agreement following FAA acceptance of the Independent Fee Estimate and Record of Negotiation.** Johnson so moved and Lambert seconded. The motion carried unanimously.
- Bean announced that there is an Avista amendment to the reimbursable agreement to complete the final alignment across newly acquired property in 2018. Bean **recommended that the Board authorize execution of the amendment not to exceed \$455,221.** Ewart so moved, Pearson seconded. There were six yes votes. Kimmell abstained from the vote. The motion carried.

Discussion Items

- Bean announced that the **2018 Airfield Improvements Bid Package** is being finalized. Miles will help get the package out in March.
- Bean said that the annual **FAA Part 130 Inspection** was conducted January 9-10. A change to the airport's Certification Manual will be included in the next Board package. Bean said that the inspection went very well.
- Bean described the December incident when the **runway lighting** failed just before a scheduled flight was due to land. The experienced pilot landed without problem the Horizon aircraft on the taxiway, which remained lighted. The NTSB declined to investigate. The runway and hangars flooded due to heavy rains, saturated soil and the new construction. The lighting failure appeared to be caused by flooding and rodent activity. An electrical monitoring system will be installed.
- Bean presented information about the **Rental Car Bid**, rental car agreements and space allocations. He said that Enterprise has expressed an interest in having counter space in the terminal, and with the relocation of baggage claim, there will be room for three counters. Hawbaker said that if there is room for three counters, then allow three counters. The Board expressed support for the car rental businesses paying for what they using, especially concerning rental car parking spaces. The Board directed Bean and Airport Legal Counsel Kelly Brown to craft lease language.
- Bean commented on **federal shutdowns**. The recent shutdown had no effect on P-MRA operations. At the time, he called Karen Miles for advice. Bean said that P-MRA is in a better position to be able to continue to function due to funding

structures, grants, etc. Miles said that the Aviation Trust Fund kept her office working. Each shutdown may differ, in terms of people working or not.

- Bean asked Doug Gadwa of **Inter-State Aviation** to present the agenda item regarding a **Transfer of Lease**. Gadwa introduced Gale Wilson and Keith White of Hillcrest Aviation Co. Gadwa said that his sons are not interested in carrying on his business and that Wilson wants to buy 100 percent of the stock and keep Inter-State Aviation going.

Wilson said that his family has been part of Lewiston aviation for generations. He plans to continue to provide air service through Hillcrest Aviation Co. to various clients as an FBO at Lewiston. He said that Hillcrest is the largest tenant at the airport. It provides fuel, maintenance, parts and pilots. He feels that his business is a good fit for taking over Inter-State operations. He said that he plans to modernize Inter-State, but not all at once. Johnson said that the airport needs a robust FBO and asked if Wilson has maintenance experience with a commercial carrier. Wilson said that Hillcrest does provide maintenance, but not fuel for Horizon. He said that there is another FBO in Lewiston. Wilson said that Hillcrest's emphasis is on helicopters. They are a Bell Helicopter service center.

Bean asked if there are any lease concerns. Wilson said that the lease rates are comparable to Lewiston and that Hillcrest is comfortable.

Johnson asked how they track landings. Wilson said that they are tracked through the tower when it is open and fuel and service receipts when it is not.

Wilson said that when the lease is transferred, it would be business as usual at Inter-State. He said that he may adjust fees at some future time, but no big changes are planned for the near future.

The Board asked Bean what would happen if another FBO wanted to move into P-MRA. Bean said that the airport cannot deny anyone if space is available. The airport can set minimum standards, but not barriers to doing business. The east end is constrained right now. Bean said that there is a waiting list for space. Redevelopment is an option when the existing terminal building is available to be repurposed.

Board Member Kimmell moved to **consent to the transfer of the stock of Inter-State Aviation, Inc. to Gale Wilson, Hillcrest Aviation Company, per the October 28, 1998 Lease with Inter-State, and all amendments, and authorize Tony Bean, Executive Director, to sign a written consent to the transfer when the transfer is effective and deliver the written consent to Interstate Aviation, Inc.** The motion was seconded by Board Member Kimberling. The motion carried unanimously.

General Updates

- Bean reported that he is preparing to meet with airlines at the Mead & Hunt Air Service Development Conference March 5-8. He said it is like speed dating. We are building a relationship first so that we can court new air service after the runway realignment is complete.
- Bean said that the terminal sterile area improvements are nearly done. The restroom needs some finishing touches. After this project and the baggage claim building are done, all PFCs will go toward the completion of the runway realignment project.
- Bean reported on snow removal efforts. Bean said that he plans to invest in some liquid deicer for the runway. He and Aegerter recounted the December flash freeze event that happened while a Horizon flight was on approach. Aegerter said that the plane did not land and returned to Seattle. He said it took 40 minutes of sanding to make the runway safe for landing. Bean said that liquid deicer would be a faster solution.

Calendar

- Bean announced that the next **meeting** of the Airport Board would be February 28, if there were no conflicts. No conflicts were reported.

5. Adjournment

Lambert moved to adjourn and Kimberling seconded. The motion passed unanimously and the meeting was adjourned at 4:32 p.m.



Michol Ann Jensen